

## APPLICATION FOR RECORDS DISPOSITION STANDARD

INSTRUCTIONS: Prepare in duplicate and forward to the Records Management Analyst, Management Systems Division

3. Dept., Division, Subdivision & Administering Office Address Dept. of Transit Operations Rail Maintenance Division/Communications 1015 E. Ponce de Leon Decatur, GA 30030		FOR RECORDS MANAGEMENT DIVISION USE Date Received    Application No.    Date Completed JUN 8 1983    83-846    JUN 15 1983	
4. Person to Contact Mr. Dwaine Mack		5. Working Title Systems Analyst	6. Telephone Number 294-3417
7. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supercade; <input type="checkbox"/> Void			
8. Dates of Series Earliest    Latest 1979    Present	9. Records Series Title (followed by title used in office, if different) Rail System Monitoring Logs		
10. Division and Office Function    What is the function of the Division and the Office in which this record series is created?  The Division of Rail Maintenance is charged with the responsibility of providing a safe, clean, and mechanically and electrically reliable rail transit system for the purpose of transporting people to and from their destinations in a professional, efficient, and economic manner.  The Central Control function is responsible for the operation and the maintenance of all electronic equipment related to the rail system.			
11. Record Series Description    This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.  Documents relating to: computer generated reports produced once every twenty-four (24) hours. These reports capture information used to monitor activities on the rail system, with the exception of the rail car. For example the information indicates power failures, radio equipment failures, intrusions on faregates, stopped elevators, etc.  Included are: Supervisory Control Data Logs   File is arranged: By calendar year; by month, by date			
12. Monthly Reference Rate    How often are records referred to which are: One to six months old <u>constantly</u> ; Seven to twelve months old <u>constantly</u> ; Thirteen to twenty-four months old <u>10</u> ; twenty-five months and older <u>50</u> ?			
13. Annual Rate of Accumulation of Records Letter-size drawers <u>2</u> ; Legal-size drawers _____ ; Shelves _____ ; Other (specify) _____			

YES	NO	14. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
X		j. Does the record series result in a computer printout?

#### 15. Retention Requirements

The following requires the series to be kept:

- |                          |              |                                   |                 |
|--------------------------|--------------|-----------------------------------|-----------------|
| a. State Law             | _____ years. | d. Audit period                   | _____ years.    |
| b. Statute of limitation | _____ years. | e. Administrative need            | <u>6</u> years. |
| c. Federal law           | _____ years. | f. Federal retention instructions | _____ years.    |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Monitors activities on the rail system continuously. Future review of this information will aid in maintenance of the system in the future.

#### 16. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other \_\_\_\_\_ then,

- ☒ Hold in the current files area \_\_\_\_\_ month(s) 1 year(s); then
- ☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then
- ☒ Transfer to State Records Center; hold 5 year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series

(Indicate briefly rationale for recommendations above/or write additional remarks):

#### 17. APPROVALS

Approved	Department Records Management Officer	Date	5/20/83	Approved	Legal Counsel	Date	5/31/83
Approved	Division Head/Designee	Date	5/16/83	Approved	Division of Audit	Date	6/2/83
Approved	Department Head/Designee	Date	5/2/83	Approved	Department of Archives and History	Date	6/14/83
Approved	Records Management Analyst	Date	5/26/83	Approved	MARTA Management Advisory Committee	Date	